How to Setup Webex Meetings from ramapo.webex.com and Add the Meeting Information Into Canvas

You can hold your class sessions through Webex either by using Webex Personal Rooms or by scheduling Webex Meetings. When you want to post your Webex meeting/personal room information to Canvas, you can do it in multiple ways. Putting up the meeting information in Modules or in Pages are two of the most common ways to do it. In this guide, we will look both into how to add Webex Meetings information and how to Webex Personal Room information into Canvas so that students can access your Webex sessions.

For Webex Meetings, this guide will show you how to add relevant information to your Modules and for Webex Personal Room, this guide will show you how to add relevant information to one of your Pages. You can just as easily switch these around and add Webex Meeting information to one of your pages or, if you are using the Personal Room feature, add the room information to your Modules. Webex and Canvas are flexible technologies which you can use according to your needs.

a. Adding Webex Personal Room information to a Canvas Module:

1. Go to ramapo.webex.com on your web browser to access your Webex account. Sign in to Webex using your Ramapo email address and Webex password if you are not already signed in.

2. Once you are in your Webex page, copy the link to your Personal Room.
3. Go to ramapo.instructure.com to access Canvas. Sign in if you aren’t already using your Ramapo username and password.

4. Click on the relevant Canvas course

5. Go to the Modules section. Once there, click on the + icon on the module to which you want to add the information
6. Select **External URL** for Add, paste the link to your Personal Room that you just copied to **URL**, give the link a name under **Page Name**, and importantly, make sure **Load in a new tab** has been checked.

7. Finally, click on **Add Item**.

**b. Adding Webex Scheduled Meeting information to a Canvas Page:**

1. Go to ramapo.webex.com
2. Click on the **Schedule** button to create a new meeting
   
   **Note:** If you have already scheduled a meeting and want to copy over the information on that meeting to Canvas, go to the **Meetings** section in the sidebar, click on the name of the relevant meeting, and skip to step 14.

3. You will be taken to a page as shown below, where you can fill out relevant meeting information
4. For classroom purposes, leaving Meeting Type as Webex Meetings Pro Meeting.
5. You can give the meeting a name and change the meeting password too, if you want.
6. Click on the date and time drop down to set the times dates and duration for the meetings. These times and durations do not necessarily have to be exact. Once you are done adjusting the date, time, and duration, click on done.

7. If you want the meeting to recur (for example, if you want to use it for weekly class meetings), then make sure the Recurrence option is checked. Once you enable recurrence, you can set the recurrence pattern to repeat daily, weekly, monthly, or yearly. You can either choose to end the recurrence after a certain number of recurrences, or after a certain date.
8. In the **Attendees** input box, you can add the emails of all the people that you want attending the Webex meeting. Doing this, the meeting link, meeting updates, and meeting reminders will automatically be sent to the invitees.

When you add the list of attendees, make sure you separate the emails with either a comma or a semicolon.

**Note:** If you are planning to post the meeting link to Canvas or are simply sending out the link via email, then filling out the **Attendees** list is entirely optional, although it can still be helpful.

Getting list of student email addresses for your class from the Ramapo Web Self-Service:
1. Login to Web Self-Service with your Ramapo username and password at ssb.ramapo.edu.
2. Navigate to Faculty & Advisors
3. Click Summary Class List
4. Choose the appropriate term and course, click Submit
5. Scroll down and click Display Email List
6. Scroll down to the box with Class List Email Listing
7. Copy the email addresses
8. Paste the emails into the **Attendees** option above

9. Doing the above should be sufficient to set up a meeting for most purposes. If you would not like to explore more specific options that you can have for your meeting, you can jump to step 13.

10. Click on **Show Advanced Options** to display more options

11. Under **Audio connection options**, checking or unchecking the **Allow attendees to unmute themselves in the meeting** and **Always mute attendees when they join the meeting** options can be a good choice depending on your meeting needs.
12. Under **Scheduling Options**, you can further tweak your meeting.

Some useful options you might want to consider tweaking are

a. Setting the **Cohosts** options for a meeting so that you can assign some people to have the same meeting privileges as you.
b. If you select the **Automatic recording** option, then, as the name suggests, the meeting will automatically start recording.

c. Under **Unlocked meetings**, you can decide on whether you want people from outside of your organization to be able to join the meeting. The first option, which is the default, allows anyone to join, the second option does not let them join until you admit them, and the final option prevents them from joining altogether.

d. By checking **Automatic lock**, you prevent people from being able to join the meeting after a specified number of minutes of the meeting starting.

e. By adjusting **Email reminder**, you can change how much time before the start of a meeting the meeting reminder is sent to all the emails in the attendees list.

f. By clicking on **Edit meeting options**, you can enable/disable file transfer, note-taking, chatting, and close-captioning, which are all features that can be useful during class sessions. Click on **OK** after you are done adjusting.
g. Click on **Edit attendee privileges** to further tweak what attendees (non-hosts) can do once they join the meeting. Make sure to click on **Ok** once you are done.

13. Finally, don’t forget to click on **Schedule** at the bottom of the page to actually create the meeting.

**Note:** If you want to reuse the options that you set for this meeting for another meeting, you can click on **Save as template**. Doing so, you will be asked to give the template a name. Give it a name and click on **Ok**. Now, when you schedule another meeting, if you choose the template that you’ve created in the **Meeting templates** drop-down menu, you can pre-fill the new meeting you are trying to schedule with the option values of the meeting you saved as a template.
14. You should now be taken to the meeting details page. Here, you can click on the copy icon to copy all the meeting information that you need to give to people who want to attend the meeting.
15. You can simply email this copied meeting information to the people you want to have attend the meeting, or following the steps below, you can post the meeting information on Canvas so that students in your course can easily access the meeting information without having to go through old emails.

16. To post the meeting information to a Canvas page, first go to ramapo.instructure.com on your web browser, sign in if prompted, and click on the course with which you want to share the meeting information.

17. Go to the Pages section by clicking on the navigation bar.
18. Click on the page you want to add the meeting information to

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cropping</td>
<td>May 27, 2020</td>
<td>Aug 3, 2020</td>
</tr>
<tr>
<td>Emergency Closings</td>
<td>May 27, 2020</td>
<td>Jun 30, 2020</td>
</tr>
<tr>
<td>EPSON Scan</td>
<td>May 27, 2020</td>
<td>Aug 3, 2020</td>
</tr>
<tr>
<td>Finish</td>
<td>May 27, 2020</td>
<td>May 27, 2020</td>
</tr>
<tr>
<td>First Look and Course Basics</td>
<td>May 27, 2020</td>
<td>May 27, 2020</td>
</tr>
<tr>
<td>G Suite Information</td>
<td>May 27, 2020</td>
<td>May 27, 2020</td>
</tr>
<tr>
<td>Get Started Tutorial</td>
<td>May 27, 2020</td>
<td>May 27, 2020</td>
</tr>
<tr>
<td>General IDC Points</td>
<td>May 27, 2020</td>
<td>Jun 30, 2020</td>
</tr>
<tr>
<td>Here you will find some</td>
<td>May 27, 2020</td>
<td>Jun 30, 2020</td>
</tr>
<tr>
<td>IDC Information</td>
<td>May 27, 2020</td>
<td>Aug 3, 2020</td>
</tr>
<tr>
<td>How to Use TechSmith Classic</td>
<td>May 27, 2020</td>
<td>May 27, 2020</td>
</tr>
<tr>
<td>If You Are Unable to Come to</td>
<td>May 27, 2020</td>
<td>Jun 30, 2020</td>
</tr>
<tr>
<td>Work</td>
<td>May 27, 2020</td>
<td>Aug 3, 2020</td>
</tr>
<tr>
<td>In General</td>
<td>May 27, 2020</td>
<td>Jun 30, 2020</td>
</tr>
</tbody>
</table>

19. Click on **Edit**

### General IDC Points

**IDC General Information**

When a Professor or staff member comes in, have them sign our “Guestbook” (which is located on the sign in table) and kindly ask them how you can help.

You know, “the customer is always right” attitude. Note that some Professors know what they are doing and do not require help. You will learn who these people are fairly quickly.

When helping anyone, they must log in to the computer using their Ramapo user name and password.

When in doubt with helping anyone with whatever they need, ask for help from another staff member. If you are the only one working, you can try a quick Google search.

When helping a Professor, try your best to talk them through everything. It’s best they actually do the work with their own hands. I know it sounds a bit childish, but they won’t learn if you do everything for them. “Doing”, allows for a higher level of learning than just watching or listening. On the same note, if they are noticeably frustrated, it’s okay to do a couple clicks for them. I would also suggest that you suggest they take some notes on steps for how to do some of the things.

Professors and staff have access to several different file storage options, that can be accessed from our computer lab. Some people store files on their U-Drive, which is a Ramapo network server. Some people may be using their Google Drive to store and access files. Google Drive is easily accessed from Gmail. They can access their documents in our lab, classroom, or their office from their U-drive or Google Drive. Some may bring files on a USB thumb-drive.

**Phones**

If the staff are not around to answer the main IDC phone, you must answer it. The main phone is located on the last row of PC computers, by the wall. Take
20. Here, simply paste the meeting information you copied. You can adjust the formatting and organization in any way you feel is appropriate.

21. Finally, scroll down and click on Save.